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22 February 1982

MEMORANDUM FOR: See Distribution

FROM : Special Assistant to the Director for
Interdepartmental AffairsSUBJECT : Revision to DCI/DDCI Breakfast Meeting
Procedures

1. The Director has asked that we give him more time to review the material submitted for breakfast meetings with Secretaries Haig and Weinberger. To meet this requirement, I must revise the schedule followed in submitting topics and material for these breakfast meetings.

2. Commencing immediately, all materials for the breakfast books must be submitted to me no later than 1700 hours two days prior to the breakfast meeting. Those topics should be identified and communicated to me no later than 1700 hours the day preceding the submission of the material.

3. This slight revision to our schedule will allow me to provide the Director and the Deputy Director the full package of material by noon the day before the breakfast meeting. This schedule actually requires that the submissions arrive one-half day earlier than had been the normal practice up to now. This should not cause any undue hardship on any of the components of the Agency and certainly will make it easier for the Director and the Deputy Director to prepare for the meetings. We will, of course, consider late submissions when circumstances dictate. Such instances should be kept to a minimum, however.

4. As in the past, the material for the breakfast meetings should be submitted in three copies (DCI, DDCI, and file).

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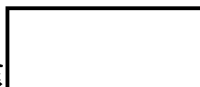
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